

Resources are at your fingertips.

Try every channel possible for job leads. Here's where your creativity and Indiana Department of Workforce Development resources can go to work.

The following steps should get you started.

- Tell your friends and relatives. Up to 60 percent of all jobs are found through personal contacts.
- Just like your local library, your local WDC is a great source for information. Employers regularly post job openings there. Job counselors and up-to-the-minute labor market data are available. You can even get help with your resume or interviewing skills.
- Read the newspapers every day, including the small neighborhood publications. Read all the classifieds (some job openings may not always be under what seems to be the most obvious title).
- Get in the habit of reading the newspaper's business section. Why? Because stories about new businesses and company expansions may mean new job opportunities. Promotions may mean an opening in the person's old job.
- Search the classifieds on-line. Many jobs can now be found on the Internet. (If you don't have a home computer, visit the nearest public or school library for information on public on-line access locations for on-line data searches.) Indiana Workforce Development Centers offer internet access as well.
- Another resource is a touch-screen computer kiosk in 17 locations across the state, including malls and libraries. Called "Today's Jobs," the kiosks are sponsored by the Indiana Department of Workforce Development as a way to provide you with up-to-the-minute job information from throughout the country.
- Visit your local Workforce Development Center (WDC) and register on CS3 - DWD's new statewide computer job matching service. After you register, employers from around the state will have instant access to your online resume. It's quick. It's easy. And it's a great way to get connected with a better job. Plus, if you need additional training or schooling, WDC staff will be more than happy to connect you with that, too.
- Sign up with a temporary employment service. Not only can the pay help cover job search expenses, but the work will build your experience, give you new contacts and help build some "momentum" toward a full-time job.

For information about how DWD can serve you or your business, visit the nearest Workforce Development Center or call one of these hotline numbers.

Service Hotlines

General Information: 1-888-WORKONE
New Hire Reporting Information: 1-800-437-9136
Indiana School-to-Work: 1-317-233-6696



Indiana Department of Workforce Development
Craig E. Hartzler, Commissioner

10 North Senate Avenue
Indianapolis, IN 46204-2277
<http://www.dwd.state.in.us>

This is an equal opportunity program. Auxiliary aids and services are available upon request to people with disabilities.
For information, contact the DWD Helpline at 1-800-437-9136 (voice) or (317) 232-7560 (TDD).

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Connecting People.
Helping Hoosiers Get Better Jobs.

JOB SEARCH GUIDE



Starting your search.

Keep a positive attitude.

Whether you're out of work or looking for a new and better job, it's a process that takes time, energy, attention to detail and follow-through; the same steps that it takes to be a good employee.

"Job leads" are information about who is hiring and whom to call for a job. If this were a treasure hunt, think of the job leads as keys to the treasure chest.

It can be frustrating.

Searching for a job often requires dozens of letters and phone calls, with very few replies. Keep in mind that your task is to "sell" a product (yourself) to an employer. So be patient, and don't give up!

Top salespersons will tell you that it can easily take 10 requests to get one opportunity to present your product, and 10 presentations to make one sale. That's one hundred attempts for one "yes."

Of course not getting selected is disappointing, but remember your first goal is to get an interview. Each time you make a call or send a letter, you're one step closer to "yes" and getting hired.

For a good starting place in your electronic search, log on to Indiana Workforce Development's home page at <http://www.dwd.state.in.us>

Job Search Checklist

1

Identify potential occupations.

- ___ Make a list of your skills.
- ___ Identify jobs in which you are interested.
- ___ Identify jobs that use your skills and interests.

2

Identify potential employers.

- ___ Ask family, friends, etc. to help you.
- ___ Go to your nearest Indiana Workforce Development Center for information on companies and jobs.
- ___ Use other resources (libraries, newspapers, on-line data, etc.).
- ___ Obtain job announcements and listings.

3

Prepare materials.

- ___ Write resumes to fit the jobs for which you wish to apply.
- ___ Write cover letters or letters of application to specific employers.
- ___ Make a list of names and addresses of people who would be willing to be a reference for you.

4

Plan your time.

- ___ Treat your search like a job.
- ___ Make a "to do" list every day.
- ___ Keep a log of your activities.

5

Contact employers.

- ___ Go to companies for applications.
- ___ Write down names, numbers, addresses and any other advice or information.

- ___ Send cover letters and resumes to employers for which you would like to work.

6

Prepare for interviews.

- ___ Learn about the company.
- ___ Review the job announcements carefully to be able to explain how you are qualified.
- ___ Assemble resumes, applications, letters, references, etc. neatly.
- ___ Allow yourself extra travel time.

7

Go to interviews.

- ___ Dress appropriately for the interview.
- ___ Be on time.
- ___ Go alone.
- ___ Be clean, concise, honest and positive.
- ___ Thank the interviewer.

8

Follow up interviews.

- ___ Mail a thank you note to the interviewer.
- ___ Think of how you can do better the next time you are interviewed.

9

Accept the job.

- ___ Understand the job duties, hours, salary, benefits, etc.
- ___ Be flexible when discussing salary, but don't sell yourself short.
- ___ GOOD LUCK in your new job!

10

Don't forget to

Seek additional training to prepare for future jobs.